

## **Scope of work for cleaning welcome kits at the Embassy & Residences**

**1. OVERVIEW:** The American Embassy in Amman requires the service of a qualified contractor to clean the welcome kits at the Embassy and Embassy Residences as follow:

- The Contractor shall comply with all applicable Jordanian Laws and directions including being licensed to do business.
- The contractor shall provide all necessary equipment for completing this job
- The contractor shall provide a good quality cleaning supplies
- The Contractor shall provide a qualified team for providing the services in this contract.
- The Contractor shall provide transportation for his team to accomplish all work as required by this contract.
- Performance requirements for required work are described below:

1. Cleaning of bath towels
2. Cleaning of hand towels
3. Cleaning of wash cloths
4. Cleaning of bath mats
5. Cleaning of blankets
6. Cleaning of bed covers
7. Cleaning of bed sheets and Pillow cases

**2. All Contractor employees shall be:**

- \* Courteous at all times
- \* Arrive at the work site promptly at the scheduled time, with materials necessary to properly complete the job.
- \* Identify themselves as employees of the Contractor.
- \* Be clean and neatly dressed.
- \* Refer any unresolvable questions to Post Procurement Office.

**3. All Contractor employees shall not at any time:**

- \* Smoke in the facility or residence.
- \* Arrive at the facility or residence under the influence of drugs or alcohol, or even with alcohol on the breath.
- \* Drink alcohol beverages on the job, even if offered.
- \* Use the client's bathroom or towels without permission.
- \* Perform any work for the client not specified in the work order.

#### **4. ADMINISTRATION**

- a. POINT OF CONTACT (POC): The Contractor shall provide a point of contact.
- b. CONTRACTING OFFICER'S REPRESENTATIVE (COR): The designated COR for this Task Order is the Warehouse Supervisor. All administrative matters, and request for technical clarifications and assistance regarding this Task Order shall be directed to him.
- c. PAYMENTS: An invoices shall be submitted to the COR for each cleaning after completion of works. Each invoice shall include the BPA number, type of cleaning, property and the date of cleaning.
- d. TERMINATION: If, for convenience to the Embassy, any phase or task of the delivery order is deemed unfeasible by Embassy, the United States Government may at this point pay the Contractor of this project for the work done to date and terminate the remaining portion of the delivery order.
- e. The Contractor shall NOT conduct any work that is beyond this Statement of Work (SOW) unless directed in writing by the Contracting Officer's Representative (COR). Any work done by the Contractor beyond this SOW without direction from the COR will be at the Contractor's own risk and at no cost to the Government.